



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Credit Card Authorization for Nancy Martinez

MEETING DATE: October 6, 1999

PREPARED BY: Finance Director

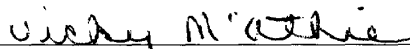
RECOMMENDED ACTION:

That the City Council authorize the Treasurer and Deputy Treasurer to enter into agreements with the Farmers and Merchants Bank of Central California for the issuance of a City credit card for Library Service Director Nancy C. Martinez.

BACKGROUND INFORMATION:

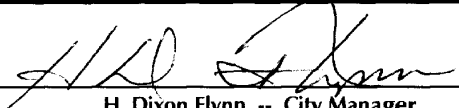
In October, 1995, the City Council authorized the Treasurer and Deputy Treasurer to enter into an agreement with Farmers and Merchants Bank of Central California for the issuance of credit cards. This action will allow the addition of Library Service Director Nancy C. Martinez.

On September 20, 1999 the Library Board of Trustees authorized library administration to petition the city council for a department credit card with a credit limit of \$5,000. Library staff members sometimes find library materials suitable for adding to the collection that are only available through small vendors or through the Internet. Purchasing items directly from the vendor frequently requires the use of a credit card and in the past library staff members have used their personal card(s). In addition, these credit cards are for reasons of convenience and cost used in conjunction with attendance by the City Council and staff at conferences, training seminars and other miscellaneous meetings. This action will update the last authorization of January 21, 1998.


Vicky McAthie
Finance Director/Treasurer

Funding: not applicable

APPROVED:


H. Dixon Flynn -- City Manager

Memorandum

To: Dixon Flynn
CC: Vicky McAthie
From: Nancy C. Martinez
Date: 09/22/99
Re: Departmental Credit Card for Library

At their September meeting, the Library Board of Trustees passed a motion authorizing library administration to seek council approval for a departmental credit card. My understanding of the approval process is that the city manager O.K.'s the request and Finance Department staff prepares the Council Communication. I have attached a copy of the communication to the Library Board of Trustees and a draft of the minutes from that meeting.

Although in general your approval may not be necessary, to obtain a City credit card through the Finance Department definitely requires your authorization. Library administration chooses to follow this procedure.

Please forward this or other suitable correspondence to Finance for creation of the council communication.


Nancy C. Martinez





201 W. LOCUST STREET LODI, CA 95240

BOARD COMMUNICATION

DATE: September 20, 1999

TITLE: Authorize library department to seek city council approval to acquire a credit card for departmental purchases and reservations

BACKGROUND: It is common practice throughout the city for a department to have a credit card in the department head's name. Library staff members and board members currently use personal credit cards to place hotel and airline reservations for business travel and receive reimbursement following their attendance at the convention or workshop. Library staff members sometimes find library materials suitable for adding to the collection that are only available through small vendors or through the Internet. Purchasing items directly from the vendor frequently requires the use of a credit card and in the past library staff members have used their personal card(s). The main method for Internet transactions is by credit card. When materials or software are needed on a RUSH basis and the deadline for reservations for conventions is two months prior to the event, a department credit card is a convenience to the staff and finance.

Recommendation: That the Library Board of Trustees authorize library administration to petition city council for a department credit card with a credit limit of \$5,000

Funding:

Prepared by: Nancy C. Martinez,
Library Service Director

LODI PUBLIC
LIBRARY BOARD OF TRUSTEES MEETING MINUTES
210 W. Locust Street
Lodi, CA 95240
C.M. Sullivan Community Room, Library
Date: September 20, 1999
Time: 5:30pm

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PRESENT: Tom Goad, President, Carol Farron, Don Shephard, Nancy Martinez
GUESTS: Bob Hildreth, library staff members, Bill Russel (Leadership Lodi)
EXCUSED: Dave Duncan, Marjorie Paulsen

TOPIC	PRESENTER	INFORMATION	ACTION	FOLLOW-UP
CALL TO ORDER	Tom Goad	The meeting was called to order by Tom Goad, Chair, at 5:35pm.	None	None
APPROVAL OF MINUTES	Tom Goad	The minutes from the August 16, 1999 meeting were approved as presented.	It was moved by Don Shephard, seconded by Tom Goad, and unanimously passed to approve the August 16, 1999 Board of Trustee minutes.	None
ACTION ITEMS				
Credit Card Authorization	Nancy Martinez	Ms. Martinez asked the library Board for authorization for the library department to seek city council approval to acquire a credit card for departmental purchases and reservations.	It was moved by Carol Farron, seconded by Don Shephard, and unanimously passed that the Library Board of Trustees authorizes library administration to petition city council for a department credit card with a credit limit of \$5,000.	None
Proposal for Computer Lab	Nancy Martinez	Ms. Martinez stated that Library Foundation has chosen to pursue funding a computer lab for their initial project. Through the Long-Range Planning Committee, library administration has validated the need for a library computer lab.	It was moved by Carol Farron, seconded by Don Shephard and unanimously passed by the Library Board of Trustees to authorize the Library Services Director to facilitate development of a design for the computer lab and seek requests for proposals for completion of the project.	None
Upgrading of Operating System	Nancy Martinez	Ms. Martinez stated that in order to be Y2K compliant, the current operating system will need to be upgraded on the Motorola Power PC. The upgrade to accommodate a compliant back-up PC and new off-line circulation software will include: <ul style="list-style-type: none"> upgrading the Motorola Power PC's Unix operating system and licenses from AIX version 4.1.x to version 4.2.1. Upgrading includes installation, configuration and professional service - \$3,820 upgrading the GEAC LibsPLUS application software from 	It was moved by Don Shephard, seconded by Carol Farron and unanimously passed by the Library Board of Trustees to authorize expenditures for upgrading the operating systems hardware and software applications to provide backup capabilities for the library's integrated system in order to be Y2K compliant. <i>That are</i>	

9-21-1999 11:18AM

FROM LODI MEMORIAL HOSPIT 2093397654

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